

# **Residential Licensing Standards**

## **LICENSING STANDARDS For ALL MODELS**

*CTH-I, CTH-II, SLP-II*

*Revised January 2010*

*Revised June 2010*

*Revised February 2011*

*Revised May 1, 2011*

**EFFECTIVE October 15, 2012**

	Safety	Guidance
1.0	<p>All sites shall receive a fire safety inspection by the State Fire Marshal's Office:</p> <ul style="list-style-type: none"> <li>a) Prior to being inspected by DDSN Licensing Contractor, annually, and following major structural changes to the home.</li> <li>b) Any deficiencies received during the fire inspection shall be reviewed by SCDDSN prior to the home being licensed.</li> </ul>	<p>See fire code requirements at <a href="http://www.scfiremarshal.llronline.com/INSPECT/index.asp?file=main.htm">http://www.scfiremarshal.llronline.com/INSPECT/index.asp?file=main.htm</a>.</p> <p>State Fire Marshal Inspection report is maintained by the provider.</p> <p>Sites that have fire sprinkler systems must be inspected in accordance with NFPA 25 standards. To maintain certification: monthly, quarterly, semi-annual, annual and five (5) year inspections must be completed. All the inspections can be handled by residential staff or maintenance staff EXCEPT for the annual and five (5) year inspection which must be performed by a certified sprinkler contractor. Documentation of all inspections must be maintained by the provider. Refer to the attachments to 300-03-DD for sample forms which may be used.</p>
1.1	<p>All sites shall be inspected by DDSN Licensing Contractor:</p> <ul style="list-style-type: none"> <li>a) Prior to the initial admission of a person.</li> <li>b) Annually, as required per directive.</li> </ul> <p>After structural changes are made to the home.</p>	<p>The license is not transferable from either the address or family specified on the license.</p> <p>Initial inspections must be requested a minimum of 10 business days in advance.</p> <p>For licensing purposes, "children" is defined as under the age of 21 years.</p>
1.2	<p>All sites shall pass an electrical inspection conducted by a licensed electrician:</p> <ul style="list-style-type: none"> <li>a) Prior to the home being inspected by DDSN Licensing Contractor and</li> <li>b) After major structural changes are made.</li> </ul>	<p>"Pass" requires that the home's electrical system is in good working order and does not jeopardize the health and safety of people living there.</p> <p>Documents must be available to verify the date and results of the inspection, as well as the inspector's license number.</p> <p>Sites that have emergency generators must perform complete and thorough inspections of them. Routine service by a qualified contractor is encouraged to ensure that generators are maintained in good operating condition. Service contracts generally include semi-annual and/or annual inspections. Providers must perform monthly checks of the generators. Documentation of all checks must be maintained by the provider. See 300-03-DD for sample forms which may be used to conduct monthly inspections.</p>

1.3	<p>All sites shall pass a heating, ventilation and air-conditioning inspection conducted by a licensed inspector:</p> <ul style="list-style-type: none"> <li>a) Prior to the home being inspected by DDSN Licensing Contractor to operate; and</li> <li>b) After major structural changes are made to the home.</li> </ul>	<p>“Pass” requires that the HVAC is in good working order and: heating equipment must be capable of maintaining a room temperature of not less than 68 degrees Fahrenheit throughout the home. Cooling equipment must be capable of maintaining a room temperature of not more than 75 degrees Fahrenheit through the home.</p> <p>Documents must be made available to verify the date and results of the inspection.</p> <p>See 300-03-DD for form which may be used for HVAC inspections.</p>
1.4	<p>When not on a public water line, all sites shall pass a water quality inspection conducted by DHEC prior to the home being inspected by DHEC to operate; as indicated:</p> <ul style="list-style-type: none"> <li>a) A bacteria, and metal/mineral analysis must be performed prior to being licensed;</li> <li>b) As needed when changes in taste, color or odor are present; and</li> <li>c) A bacteria analysis must be performed annually.</li> </ul>	<p>Providers must request an inspection from their county DHEC Office.</p> <p>The DHEC inspection report is maintained by the Provider.</p> <p>Mixing valves must be inspected routinely with documentation maintained by the provider. See 300-03-DD for a mixing valve inspection checklist.</p>
1.5	<p>Sites serving children shall pass a health and sanitation inspection conducted by DHEC</p> <ul style="list-style-type: none"> <li>a) Prior to the home being licensed.</li> <li>b) CTH I – as needed thereafter CTH II – annually.</li> </ul>	<p>Pass = no citation that will jeopardize the health and safety of residents and care providers.</p> <p>For licensing purposes “children” is defined as under the age of 21 years.</p> <p>Documents must be available to verify the date and results of the inspection.</p>
1.6	<p>Prior to being licensed, all homes which serve children under six (6) years of age, shall pass a-lead-paint risk assessment conducted by DHEC.</p>	<p>Pass=no citation that will jeopardize the health and safety of consumers and care providers.</p> <p>Documents must be available to verify the date as well as results of the assessment.</p>

1.7	Firearms are prohibited on all sites.	
1.8	Pets on site shall be current with vaccinations.	Documentation of current vaccinations must be available for review.
	<b>Home Environment</b>	<b>Guidance</b>
2.0	All sites shall have a standard first-aid kit that is: <ul style="list-style-type: none"> <li>a. Readily accessible.</li> <li>b. Well stocked for the number of people living in the home.</li> </ul>	<ul style="list-style-type: none"> <li>• Contents recommended by the American Red Cross for a standard kit: 3/4" x 3" standard adhesive bandages; mini bandages; 2" x 2" sterilized gauze pads; 1" x 5 yards self-adherent wrap; triple antibiotic ointment; providone-iodine antiseptic/germicide swabs; alcohol prep pads;</li> <li>• Readily accessible means accessible to all staff of the home and all residents. If any of the recommended contents are contraindicated for one or more residents, the facility must provide alternate storage for the items for use by other residents. The use of these items may be included in the resident's routine standing orders.</li> </ul>
2.1	CTH Homes shall have a flashlight on site for each level of the home.	Flashlight must be readily accessible and operable. Level = floor
2.2	CTH Bedrooms shall-have: <ul style="list-style-type: none"> <li>a) At least 100 square feet for a single occupancy, or 160 square feet for a double occupancy;</li> <li>b) A comfortable bed, pillow, and linen appropriate to the climate;</li> <li>c) Operable lighting;</li> <li>d) Operable window; and</li> <li>e) Sufficient lockable and non-lockable storage space.</li> </ul>	<p>The person's bedroom must not be a detached building, unfinished attic or basement, hall, or room commonly used for other than bedroom purposes.</p> <p>Maximum of two (2) people per bedroom, with at least three (3) feet between beds.</p> <p>Children must sleep within calling distance of an adult.</p> <p>No child shall share a bed or a room with an adult, unless the child is below one (1) year of age.</p> <p>Children of opposite sex sleeping in the same bed must be limited to siblings under four (4) years of age.</p> <p>Children of opposite sex sleeping in the same bedroom must be limited to children under four (4) years of age.</p>
2.3	CTH I Homes shall have one lavatory, toilet and shower/bathtub for every six (6) household members.	

2.4	Support Provider to resident ratio in the CTH I shall be no more than two (2) beds to each provider.	Bed capacity in the CTH I may be increased to a maximum of three (3) beds if: the support provider has satisfactorily provided services and supports for two (2) consumers for at least six (6) months. An exception to standard must be approved prior to the increase in bed capacity.
2.5	Hot water temperature in CTH sites:  a) Shall be no less than 100 degrees Fahrenheit.  b) Shall never be more than 120 degrees Fahrenheit.	Water regulating skills of all persons living in the home who receive services must be assessed and appropriate training implemented.  Providers should routinely check the water temperature and keep documentation of checks and necessary actions on site.
2.6	CTH sites shall be:  a) Free from obvious hazards.  b) Clean.  c) Free of litter/rubbish.  d) Free of offensive odors.  e) Equipment in good working order.	Litter/rubbish contained in covered cans or tied in garbage bags.  No evidence of pests/vermin.  Offensive odors – smell of urine, rotting food  Household cleaning agents are kept in secure locations and away from food and medications.  Based on the discretion of the provider or landlord, pets may be allowed if: vaccinations are current; proper care is provided; no signs of potential risks are assessed.
2.7	Supervised Living settings shall afford residents basic comfort.	Setting must have:  <ul style="list-style-type: none"> <li>• Working sink with hot (between 100 – 130 degrees F) and cold running water.</li> <li>• Operable heat</li> <li>• Operable electricity</li> <li>• Working tub/shower with hot (between 100 – 130 degrees F) and cold running water.</li> <li>• At least one (1) bed with mattress and bedding for every resident (unless a married couple choose to share a bed)</li> <li>• A working toilet</li> </ul>

2.8	Supervised living settings shall afford residents basic safety.	<p>Setting must have:</p> <ul style="list-style-type: none"> <li>• Carbon Monoxide detector if fuel burning appliances are used</li> <li>• Lockable exterior doors and windows</li> <li>• Be free from obvious hazards</li> <li>• Be sanitary</li> </ul>
2.9	Supervised living settings shall have sufficient space for privacy.	When occupied by more than one (1) resident the setting must afford each resident sufficient space and opportunity for privacy including bathing/toileting facilities behind a lockable door, lockable doors on bedroom/sleeping quarters and lockable storage.
2.10	Minimum Support Provider to resident ratio in an SLP-II is 1:20.	
2.11	Sufficient staff shall be available 24 hours daily to respond to the needs of the residents and implement their programs.	Available means that staff must be on site or in real-time contact by electronic means or be able to reach the site within 15 minutes.
	<b>Health Services</b>	<b>Guidance</b>
3.0	Medications, including controlled substances and medical supplies shall be managed in accordance with local, state and federal laws and regulations.	In a secure and sanitary area with proper temperature, light, humidity and security.
3.1	Medications in an SLP-II shall be stored in the resident's apartment unless contraindicated.	

3.2	<p>Orders for new medications and/or treatments shall be administered by:</p> <ul style="list-style-type: none"> <li>a) Licensed nurse.</li> <li>b) Unlicensed staff as allowed by law, or</li> <li>c) The person for whom the medication is prescribed when he/she is assessed as independent.</li> </ul>	<p>Unlicensed staff as allowed by law: As a result of a provision contained in the 2002-2003 Budget Bill, H. 4878-Part 1B, 11.10, the General Assembly of the State of South Carolina granted to the Department of Disabilities and Special Needs (DDSN) the statutory authority for selected unlicensed persons to administer medications to DDSN consumers in community settings. With regard to injectable medications, this authority only applies to “regularly scheduled insulin and prescribed anaphylactic treatments under established medical protocol and does not include sliding scale insulin or other injectable medications.”</p>
3.3	<p>At all sites, orders for new medications and/or treatments shall be filled and given within 24 hours unless otherwise specified.</p>	<p>If orders are given as the result of a self-initiated or family initiated physician, PAA or CPN visit, orders must be changed within 24 hours of learning about the visit.</p>
3.4	<p>Medications shall be safely and accurately given.</p>	<p>Medication has not expired.</p> <p>There are no contraindications, i.e., no allergy for the drug</p> <p>Administered at the proper time, prescribed dosage, and correct route.</p>
3.5	<p>For persons not independent in taking their own medication/treatments, a log shall be maintained to denote:</p> <ul style="list-style-type: none"> <li>a) The name of medication or type of treatment given.</li> <li>b) The current physician’s order (and purpose) for the medication and/or treatment.</li> <li>c) The name of the person giving the medication.</li> <li>d) Time given.</li> <li>e) Dosage given.</li> </ul>	<p>Entries must be made at the time the medication/treatment was given.</p> <p>Medication includes over-the-counter medications.</p>

3.6	<p>Provider shall have a policy regarding disposition of medication when:</p> <ul style="list-style-type: none"> <li>a) Medication is outdated.</li> <li>b) Person moves.</li> <li>c) Person is deceased.</li> </ul>	
3.7	<p>Medication logs shall be reviewed monthly, at a minimum to ensure medication errors/events are documented appropriately.</p>	<p>Reviewer will examine data:</p> <p>To ensure medication errors/events are documented appropriately.</p> <p>Actions are taken to alleviate future errors.</p> <p>Record the number of medication errors for facility for 90 days prior to the review.</p> <p>Review must be completed by a person who does not normally give medication in the site being reviewed.</p>
3.6	<p>People shall be encouraged to eat a nourishing, well balanced diet which:</p> <ul style="list-style-type: none"> <li>a) Includes personal food preference.</li> <li>b) Allows desirable substitutions.</li> <li>c) Meets dietary requirements of individuals.</li> </ul>	<p>Diet must be based on accepted, recognized dietary guidelines such as the Food Pyramid and/ physician recommendation, DDSN Diet Manual, etc.</p> <p>People must be involved in meal planning, grocery shopping, and preparation to the extent of their abilities.</p>